



# Attorney 2

Supreme Court of Pennsylvania - Judicial Ethics Advisory Board

Location: Harrisburg

Starting Salary Range: \$66,938-\$80,927

Posting Date: 01/16/2024

Starting salary will depend upon the qualifications and employment history of the selected candidate.

## Description

This position assists the Executive Director/Counsel to the Judicial Ethics Advisory Board by serving as legal counsel and ethics counselor, supporting the Board's mission and purpose of providing guidance and Advisory Opinions concerning a Judicial Officer's responsibilities pursuant to the Code of Judicial Conduct and/or Rules Governing Standards of Conduct of Magisterial District Judges.

## Typical Duties

- Review new Request for ethical guidance from Judicial Officers to establish jurisdiction (*e.g.*, confirm requester is a current Judicial Officer or Judicial Candidate; ensure that the matter is not in relation to ongoing litigation; establish that the Request is not in relation to a hypothetical question; determine that the Request is not in relation to a third-party inquiry).
- Review factual recitations submitted with a Request for ethical guidance to determine sufficiency. If the presented facts are insufficient to render adequate guidance, seek authorization from the Executive Director to contact the requesting Judicial Officer through e-mail and/or telephone communication to establish sufficient facts.
- Conduct necessary research of applicable case law, ethics board/committee opinions of surrounding states, National Judicial Conduct Reporter, prior advisories of the Pennsylvania State Trial Judges Association Ethics Committee and Special Court Judges Association of Pennsylvania Ethics Committee advisories, as well as prior Advisory Opinions of the Pennsylvania Judicial Ethics Advisory Board, applicable to provide adequate guidance in response to a request of a Judicial Officer seeking an Advisory Opinion.
- Formulate a draft Panel Advisory addressing the concerns of a requesting Judicial Officer seeking an Advisory Opinion of the Board. Forward draft Panel Advisory to the Executive Director for review.
- After approval from the Executive Director, circulate the draft Panel Advisory to predetermined panels of membership for member review and edit the draft for eventual authorization to issue Panel Advisory.
- For assigned matters, manage, track, and record the vote/determination of panel members to acquire consensus and obtain authorization to issue a Panel Advisory. Seek approval of the Executive Director prior to issuance of Panel Advisory.
- Communicate with the Executive Director and Senior Administrative Coordinator once panel members have authorized the issuance of Panel Advisory to the requesting Judicial Officer.
- Prepare draft Opinions for approval by the board at monthly board meetings.
- Conduct additional research regarding supplemental facts, supplemental case law, or legal support for conclusions/opinions determined by the Board upon determination of the Board to adopt, modify, or reverse a Panel Advisory prior to issuance as a Board Opinion.
- Research, formulate, and draft General Ethics Guidance for publication by the Board.
- Assist with developing training in judicial ethics for newly appointed Board members and creating educational presentations for Judicial Officers regarding judicial ethics.

## Minimum Qualifications

- Graduation from an ABA-approved school of law.
- Admission to and a member in good standing of the Bar of the Supreme Court of Pennsylvania

## **Additional Requirements/Preferences**

- Travel as needed for business of the Board.
- Participate in Board meetings required.
- Satisfactory criminal background check required.

## **How to Apply**

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted), along with a cover letter noting salary requirements to:

[SupremeCourtJobs@pacourts.us](mailto:SupremeCourtJobs@pacourts.us)

### Unified Judicial System Hiring Policy

*The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.*